



Job Posting

1 2 3 4 5 6 7 8	<i>Applications accepted from:</i> <i>Job Classification</i> <i>Posting Number</i> <i>Department</i> <i>Division</i> <i>Section</i> <i>Reporting Location</i> <i>Workdays & Hours</i>	ALL PERSONS INTERESTED HUMAN RESOURCES SPECIALIST PN #113246 HOUSTON POLICE HUMAN RESOURCES N/A 1200 TRAVIS, 13TH FLOOR MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.* <p style="text-align: right;">*Subject to change</p>
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9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Processes applicants for hire, schedules physicals and drug test, makes final job offers. Monitors status of postings and coordinates transmittal of referrals. Monitors status of related paperwork (salary recommendations, 201's, skills tests, physicals and drug test results). Researches and calculate statistical information for various reports. Screens referrals, conducts interviews and prepare salary recommendations.
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc.
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Business Administration, Social Science, Liberal Arts or a related field.
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> One year of related experience in personnel is required. Pertinent personnel experience at the professional level may be substituted for the education requirement on a year-for-year basis.
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None.
14	<u>PREFERENCES</u> None.
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None.
16	<u>SAFETY IMPACT POSITION</u> Yes X No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div style="text-align: center;"> <u>Salary Range – Pay Grade 17</u> \$992.00 - \$1,404.00 Biweekly \$25,792.00 - \$36,504.00 Annually </div>
18	<u>OPENING DATE</u> September 20, 2006
19	<u>CLOSING DATE</u> September 26, 2006
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer